Safeguards and Security Competency 3.2

Competency 3.2   **Safeguards and security personnel shall demonstrate a familiarity level knowledge of contract management and administration sufficient to appraise contractor organizations participating in the safeguards and security programs.**

1. **Supporting Knowledge and Skills**

    a. Discuss the key elements of the contractual relationship between the Department and its contractors.

    b. Discuss the roles and responsibilities of safeguards and security personnel in the contract management and administration processes.

2. **Self-Study Activities (Corresponding to the Intent of the Above Competency)**

    Below are two web sites containing many of the references you may need.

Web Sites		
Organization	**Site Location**	**Notes**
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

   Read DOE Order 5480.19, *Guidelines for the Conduct of Operations at DOE Facilities,* Attachment I, Chapter 1, Operations Organization and Administration.

   EXERCISE 3.2-A   Identify the key elements and features of an effective DOE and operating contractor relationship.

   EXERCISE 3.2-B   Identify the roles and responsibilities for the Heads of Field Organizations listed in DOE Order 5480.19, *Guidelines for the Conduct of Operations at DOE Facilities.*

3. Summary

Effective relationships between the Department and operating contractors are founded in the site's conduct of operations. The organization and administration of operations should ensure that a high level of performance in DOE facility operations is achieved through effective implementation and control of operations activities. Effective implementation and control of operating activities are primarily achieved by establishing written standards in operations, periodically monitoring and assessing performance, and holding personnel accountable for their performance.

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4. Exercise Solutions

EXERCISE 3.2-A   Identify the key elements and features of an effective DOE and operating contractor relationship.

ANSWER 3.2-A   An effective DOE and operating contractor relationship includes the following features:
- High operating standards established by management
- Communication of operating standards to the working level
- Sufficient resources provided to the operations department
- Ensurance that personnel are well trained
- Close monitoring of performance in operations
- Accountability of workers and their supervisors for their performance in conducting activities.

EXERCISE 3.2-B   Identify the roles and responsibilities for the Heads of Field Organizations listed in DOE Order 5480.19, *Guidelines for the Conduct of Operations at DOE Facilities.*

ANSWER 3.2-B   As a safeguards and security professional, you may be tasked with the roles and responsibilities of the Heads of Field Elements listed in DOE Order 5480.19, *Guidelines for the Conduct of Operations at DOE Facilities.* These include the following:

- Ensure that adequate contractor plans, procedures, and programs are in place and assess the effectiveness of their implementation at sites under their jurisdiction, consistent with the provisions of this Order.
- Ensure that DOE Facility Representatives are assigned responsibility for a major facility or group of lesser facilities, and oversee the day-to-day conduct of operations at these facilities in accordance with the requirements of this Order and the direction received from the Program.